	Job Opportunity
	State Controller's Office

Position:	Staff Information Systems Analyst (Specialist)	Statewide

Location:	Division of Collections 3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: July 11, 2007	**Final Filing Date:** Until Filled
Contact/Telephone: Maria Martinez, (916) 327-9469	**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.
* Free Parking Provided	
California Relay Service: 1-800-735-2929	**Position Number(s):** 051-540-1312-XXX Ref. 0705.ADM6

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:
With direction provided by the Staff Services Manager II (Supervisory) of the Operations Support Unit, incumbent is responsible for directing the activities of professional staff engaged in various technical support functions for the entire Division of Collections. The unit is responsible for performing difficult and complex tasks in the development of new applications and modifications for technology projects to existing computer systems designed to maintain program information. Duties include, but are not limited to the following:

Duties and Responsibilities:
Candidates must perform the following essential functions with or without reasonable accommodations

- Plan, organize, and direct all information technology responsibilities;
- Monitor the status of various technology related projects;
- Provide current technological information to division managemet for program policy-making decisions and procedural changes;
- Assist management with setting, monitoring and evaluating goals and technology equipment upgrades;
- Works with ISD regarding the maintenance of the Local Area Network (LAN) for division;
- Create user groups for program areas and establish employees' user id's and install the appropriate software from the LAN servers;
- Act as liaison between division and Information Systems Division (ISD) to resolve operational problems related to the LAN systems;
- Oversees the maintenance of an internal help desk in the Technical Support Unit to provide immediate hardware and software support within the division;
- Consult with ISD regarding any personal computer systems to identify difficult and critical areas in both bureaus;

- Assist division staff with testing of modifications regarding the LAN;
- Coordinate hiring and training of personnel for the Unit;
- Apply departmental standards and consult with ISD regarding viable software/hardware purchases;
- Maintain and control divisions' hardware and software inventory;
- Direct staff in studies to assess possible technological applications associated with legislative changes to ensure the division systems are in compliance with any law changes;
- Coordinate and oversee inventory of all physical equipment, hardware, and software in the division.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Maria Martinez

Reference 051-540-1312-XXX.Ref. 0705.ADM6 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).